



**\*BYLAWS OF THE  
MISSISSIPPI SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**ARTICLE I  
Name**

The name of this organization shall be the Mississippi Section, hereinafter referred to as “the Section,” of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as “the SOCIETY.”

**ARTICLE II  
Objects**

The object of the Section is the encouragement and advancement of chemistry in all its branches, the increase and diffusion of chemical knowledge, the promotion of scientific interest and inquiry, the development of social relations among those interested in the science, and the stimulation of the professional interest of its members.

**ARTICLE III  
Territory and Headquarters**

Sec. 1. The territory of the Section shall be that assigned to it by the SOCIETY.

Sec. 2. The headquarters of the Section shall be at Jackson, Mississippi.

**ARTICLE IV  
Members and Affiliates**

Sec. 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the SOCIETY residing within the territory of the Section,

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\***Effective December 7, 1988.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

provided that exceptions to this rule may be made in conformity with the Constitution and Bylaws of the SOCIETY.

Sec. 2 (a) The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

(b) A Local Section Affiliate shall retain his\* status only as long as payment of Section dues is made.

Sec. 3. MEMBERS, ASSOCIATE MEMBERS, National Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. National Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on articles of incorporation and bylaws of the Section, or serve as voting members of the Executive Committee.

## **ARTICLE V Organization**

Sec. 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary and Treasurer.

Sec. 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Executive Committee shall consist of the officers of the Section, Councilor(s), Alternate Councilor(s), Immediate Past Chair, the chairs of the standing committees, and the Newsletter Editor. A quorum of the Executive Committee shall be five members, of which one must be an officer.

Sec. 4. All officers, Councilors, Alternate Councilors, and other elected persons shall be chosen from MEMBERS of the SOCIETY in accordance with the Constitution and Bylaws of the SOCIETY.

## **ARTICLE VI Terms of Office and Manner of Election**

Sec. 1. The Chair and Chair-Elect of the Section shall serve, beginning January 1, for a term of 1 year or until their successors are elected. The Secretary and Treasurer shall serve, beginning January 1, for a term of 2 years, or until their successors are elected. All officers shall be elected as set forth in Article VI, Sections 4, 5, and 6. The Chair-Elect shall succeed to the office of Chair upon completion of the Chair's term of office.

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\*Both masculine and feminine genders are to be implied each time a masculine pronoun appears in this document; masculine gender is employed for the sake of simplicity.

Sec. 2. Councilors and Alternate Councilors shall serve beginning January 1, for a term of three years or until their successors are elected. In the event that the Section's representation on the Council is reduced as the result of official determination of representation as provided in the Constitution and Bylaws of the SOCIETY, the Councilors and Alternate Councilors having the longest unexpired terms shall be disqualified.

Sec. 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other vacancies shall be filled by the Executive Committee by interim appointment for a period up to the next annual election, at which time the Section shall choose a MEMBER to fill out the unexpired term. In the event the office of Chair-Elect is filled by such interim appointment, the Section shall elect both a Chair and a Chair-Elect at its annual election.

Sec. 4. Prior to March 1 of each year, the Chair shall appoint a Nominating Committee of three members of which the Immediate Past Chair of the Section will be a member. The duty of this Committee is to provide nominees for the elected officers, Councilors, Alternate Councilors, and other elected persons. Insofar as possible, the Nominating Committee shall attempt to rotate the nominations among the three areas surrounding Starkville, Jackson, and Hattiesburg, respectively.

Sec. 5 (a) At the September meeting the Nominating Committee shall report the nomination of at least two candidates for each elective office. Additional nominations from the floor will be in order after the Nominating Committee reports.

(b) At the September meeting the Chair shall appoint a committee of not less than three Tellers, whose duty shall be to take charge of the election.

Sec. 6. The Secretary shall cause the ballot as received from the Nominating Committee and any nominations from the floor to be printed or mimeographed and shall send a copy and a plain envelope marked "Ballot" to each member of the Section within fourteen days following the September meeting. Ballots so printed or mimeographed shall be the only ballots which shall be counted.

To vote, a member shall indicate on the election ballot his choice(s) for no more than the number to be elected for the various offices. The members shall seal their ballots in the plain envelope marked "Ballot" and shall mail this envelope in a sealed envelope bearing their hand-written signatures to the Chair of the Tellers. The ballots thus enclosed must be received not later than 5:30 P.M. of the day of the November meeting. A member may deliver his ballot in person to the Tellers provided he does so before the counting of the ballots begins.

At an announced meeting place the Tellers shall check the signatures of members against the master list of members provided by the Secretary. Any "outside" envelope not bearing the hand-written signature of the voter shall be considered void and must be cast out by the Tellers. The validated outer envelopes shall be opened and the inner envelopes segregated. Then the Tellers shall open the ballot envelopes and count the votes. These

proceedings may be observed by any interested members of the Section provided the members do not interfere with the business of the Tellers.

After the count, the Tellers shall deliver to the Secretary all ballots in a sealed package and shall certify to the Secretary the number of votes cast for each name on the ballot. The Secretary shall declare elected the candidate receiving a majority of the votes for each office. In case of a tie vote, or if no candidate receives a majority of the votes cast, the election shall be decided from the two highest candidates by a majority of those members present and voting at the November meeting. The Tellers shall certify the results to the Secretary who shall then declare the results of the election.

If for any reason it shall be impossible to execute the provisions of the bylaws regarding the time and date of nominations and elections, the Executive Committee shall arrange for nominations and elections in accordance with the spirit of these bylaws so far as possible.

Sec. 7. No member shall be eligible to hold more than one elective position at one time. Power to appoint implies power to remove or replace those appointed. Power to elect or re-elect implies power to remove those so elected.

## **ARTICLE VII**

### **Finance**

Sec. 1 (a) All moneys and other valuables and property accruing to the Section shall be deposited with the Treasurer of the Section except as may otherwise be provided for in these bylaws.

(b) Only the Executive Committee, or the members of the Section by a vote of the majority of those present and voting at a regular business meeting, shall have power to authorize the expenditure of the Section's funds.

(c) Not later than February 1 of each new calendar year, the Executive Committee shall meet to receive estimated budgets from the Finance Committee for operating expenses of the Section for the year. After careful consideration, the Executive Committee shall approve the budgets either in their original or modified forms, and shall appropriate sufficient funds to cover the budgets as approved. If at any time the funds appropriated are found to be insufficient, a request for additional appropriations may be presented to the Executive Committee for consideration and approval. Any unexpended funds appropriated to the officers and committees shall revert to the general fund at the end of the calendar year.

(d) Either the Executive Committee, or the members of the Section by a majority vote of those present and voting at a regular business meeting, may authorize the expenditure of funds for other purposes as the occasion may arise.

(e) The Treasurer shall include in his report to the Section each month the expenditures and balance in each of the budgets for officers and committees.

## **ARTICLE VIII**

### **Duties of Officers and the Executive Committee**

Sec. 1. The duties of the officers shall be those customarily performed by such officers, together with those responsibilities prescribed by the Constitution and Bylaws of the SOCIETY and by these bylaws, and such other duties as may be assigned from time to time by the Executive Committee.

Sec. 2. The Chair, or in his absence, the Chair-Elect, shall preside at all meetings of the Section and all meetings of the Executive Committee; in the event that neither can serve, the Secretary of the Section shall call the meeting to order and immediately proceed with the election of a Chair *pro tem*. The Chair shall appoint all committees, authorized by the Section or the Executive Committee, which are not otherwise provided for in these bylaws. All vacancies on committees shall be filled by the Chair of the Section.

Sec. 3 (a) The Executive Committee shall normally be the governing body of the Section and shall have power to conduct, manage and direct the business and affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. It shall report through the Secretary all its proceedings of all meetings to the membership at the next regular or special meeting following. Any member shall have an opportunity to speak for or against the action of the Executive Committee. It shall receive monthly oral reports and written annual reports at the last meeting of the year from all standing committees and make periodic reports to the Section. Any action taken by this Committee can be annulled only by a two-thirds vote of the members present and voting at any meeting.

(b) The Executive Committee with the cooperation of the Program Committee shall fix the time and place of each meeting of the Section.

Sec. 4. The Chair-Elect shall be Chair of the Program Committee.

Sec. 5. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee; shall in cooperation with the Chair or the Executive Committee make the regularly required reports to the Executive Director of the SOCIETY; shall under the direction of the Chair issue notices either personally or by means of the newsletter to Section members, National Affiliates, and the Local Section Affiliates and to the members of the Executive Committee at least ten days prior to the meetings; and he shall perform all other duties usual to his office as prescribed in the Constitution and Bylaws of the SOCIETY and in these bylaws. He may be allowed such sums for clerical assistance, and for stationery and postage, as may be recommended by the Finance Committee and approved by the Executive Committee. The Secretary may require the Treasurer to deposit with him for safekeeping an indemnity bond, payable to the Mississippi Section of the SOCIETY, if and when the Executive Committee authorizes the Treasurer to be bonded. The Executive Committee upon recommendation of the

Finance Committee shall determine the amount of such bond and authorize the Treasurer to pay the cost of such bond. The Section may authorize a seal which shall be in the custody of the Secretary.

Sec. 6. The Treasurer shall have charge of all funds belonging to the Section except as may otherwise be provided for in these bylaws; shall deposit all funds in such banks as are designated by the Executive Committee; shall make all disbursements. He shall make the regular required reports to the Executive Director of the SOCIETY in accordance with the Constitution and Bylaws of the SOCIETY and shall file a financial statement on the appropriate income tax return blank with the Collector of Internal Revenue in accordance with Section 117 of the Revenue Act of 1943. At the first regular meeting of the Section of each new calendar year he shall report in writing to the Section the financial condition of the Section at the close of the previous calendar year (January 1 to December 31), and all financial transactions of the Section for that year.

Sec. 7. No salary shall be paid any officers of the Section, but expenses incurred by officers and committees in performance of their duties shall be paid by the Section subject to the recommendation of the Finance Committee and approval of the Executive Committee.

## **ARTICLE IX**

### **Standing Committees and Their Duties**

Sec. 1. The standing committees of the Section shall be Program, Membership, Hospitality, Finance, Professional Relations and Status, Public Representation, Education, Awards, Long-Range Planning, and Newsletter. Each committee shall consist of not less than three members, one from each of the areas surrounding Starkville, Jackson, and Hattiesburg. The chair of each of these committees shall be appointed and announced by the Chair-Elect before or at the last regular meeting preceding January 1, the date on which the new calendar year begins and on which the Chair-Elect becomes Chair. The personnel of each committee shall be appointed preferably and announced at the same time but in case this is found to be impossible, appointments should be completed by March 1. The work of each of these standing committees shall be under the direction of the Chair except as otherwise provided in these bylaws. Each committee shall upon request report to the Executive Committee.

Sec. 2. The duties of the standing committees shall be those customarily performed by such committees, together with the duties assigned by the Chair of the Section or by the Executive Committee.

Sec. 3. The Program Committee shall make all arrangements for programs and secure speakers for the meetings of the Section and shall notify the Secretary, the Chair of the Public Representation Committee and the Newsletter Editor of all such meetings as far in advance as possible.

Sec. 4. The Membership Committee shall endeavor to maintain and increase the membership of the Section, and pass upon the eligibility of the Local Section Affiliates, and endeavor to secure industrial support.

Sec. 5. The Public Representation Committee shall spread information with reference to the activities of the Section to all organizations and forces; business, civic, social, etc., within the Section's territory, and shall endeavor to maintain satisfactory relationships with the local press in order to obtain the maximum desirable publicity of the activities of the Section.

Sec. 6. The Hospitality Committee shall promote fellowship among the members, shall introduce new members and visitors, and be responsible for all local accommodations for guest speakers.

Sec. 7. The Finance Committee shall have charge, subject to the control of the Executive Committee, of all matters relating to investments and all means of obtaining additional revenue except as may otherwise be provided for in these bylaws. Within sixty days after the beginning of a new calendar year, with the cooperation of the Treasurer, Secretary, Chair of the Program Committee, and such other officers and committees as may expect to require funds to cover the operating expenses for the year, it shall prepare budgets to cover the operation of the Section. The Committee shall submit the proposed budgets to the Executive Committee not later than February 1, for approval either in their original or modified form and it shall have general supervision over carrying out the provisions of the same after they have been duly approved. It shall be the same duty of this Committee to examine and audit the account books, vouchers, bank statements, and reports of the Treasurer, as of December 31, of each year, and to report its findings to the Executive Committee at its first meeting of the new fiscal year and, if approved, to the first regular meeting of the Section following this date.

Sec. 8. The Committee on Professional Relations and Status shall conduct continuous investigation of matters bearing on the professional relations and status of the membership and shall establish procedures by which the needs, wishes, and attitudes of the members in the field of professional relations would be channeled through the local committee to the national committee for appropriate consideration and such action as is possible.

Sec. 9. The Education Committee shall promote and regulate all Section activities directly concerned with formal education and career development in chemistry and all its branches. It shall establish and maintain liaison with the high school science education programs and its personnel within the state and serve them in whatever ways possible. The Committee will likewise cooperate with and render whatever services possible to the state institutions of higher learning, especially with respect to career guidance and the Student Affiliate program. Educational material and activities directed toward the general public such as the taped radio program "Men and Molecules" shall be jointly handled with the Public Representation Committee.

Sec. 10. The Awards Committee shall be composed of five members, including the Immediate Past Chair as Chair of the Committee. Two members of the Committee shall be appointed each year, for two-year terms. The Committee shall select recipients of all competitive

awards approved by the Executive Committee, make arrangements for presentation of all awards made by the Section, and advise and make recommendations to the Executive Committee concerning Section awards.

Sec. 11. The Long-Range Planning Committee shall consist of not more than five members, including its Chair who shall be an officer, Councilor, past officer, or Past Councilor. It is the duty of the Committee to devise plans and make recommendations to the Executive Committee concerning the long-range goals of the Section and methods of attaining these goals. The Committee shall have the continuing function of examining Section operations, so that it can make recommendations for the betterment of the Section and its membership.

Sec. 12. The Newsletter Committee shall consist of the Newsletter Editor (Chair), the Secretary, the Treasurer, and any others the Chair of the Section may appoint. The Newsletter Editor with the aid of other members of the Committee, shall have the responsibility of publishing the newsletter. The newsletter shall be the instrument for bringing to the attention of the Section membership: notices of regular and special Section meetings, notices of Executive Committee meetings, reports of officers, and any items which the Newsletter Committee considers newsworthy and of interest to the membership.

## **ARTICLE X**

### **Meetings**

Sec. 1. The Executive Committee shall determine the number of regular meetings of the Section per annum, preferably during the months September to June inclusive. Only one regular meeting shall be scheduled in any one month except under special circumstances when the Executive Committee may approve one additional regular meeting. Special meetings shall not be substituted for regular meetings unless they are of a high technical caliber and then only by approval of the Executive Committee. The date and time of each regular meeting shall be sufficiently flexible to allow the Program Committee to obtain qualified speakers. The Executive Committee shall designate the place of each meeting and it may alter the place and time of any regular meeting.

Sec. 2. The Section shall hold special meetings at the call of the Executive Committee or at the written request of 20 percent of the members of the Section. The notices of special meetings shall state the exact nature of the business to be transacted and no other business shall be transacted at these meetings.

Sec. 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for all meetings of the Section shall consist of 10 percent of the members of the Section. In the absence of a quorum no business shall be transacted.

Sec. 4. At the regular meetings of the Section the order of business shall be as follows:

1. Reading of minutes of previous meeting
2. Reports of officers



3. Reports of committees
4. Miscellaneous business
5. Program
6. Adjournment

The regular order of business for any one meeting may be altered by the Chair with the consent of a majority of the members present.

Sec. 5. The Executive Committee shall meet, upon due notice to its members, at the call of the Chair or at the request of a majority of the Committee. In the absence of a quorum, called meetings shall adjourn to a set date.

Sec. 6. At the last meeting of a calendar year, the Chair and other officers for the next calendar year shall be installed with the appropriate ceremonies.

## **ARTICLE XI**

### **Dues**

Sec. 1. All National Affiliates and members of the Section, except members in emeritus status, may be assessed such voluntary annual Local Section dues as may be recommended by the Executive Committee, and passed by the membership.

Sec. 2. The annual dues of Local Section Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall automatically terminate the affiliation.

## **ARTICLE XII**

### **Amendments**

Sec. 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is approved by a majority of the Executive Committee, the Secretary shall furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the Section is given.

Sec. 2. At the second meeting of the Section after notice of the proposed amendment is given, the amendment may be adopted by two-thirds of the votes of the members present.

Sec. 3. A proposed amendment which does not receive approval by the Executive Committee may be placed before a meeting upon the written request to the Secretary by at least ten members. The Secretary shall, thereupon, proceed as if it were an amendment approved by the Executive Committee.

Sec. 4. A member may vote upon an amendment to these bylaws either in person at the meeting or by delivering a signed vote to the Secretary prior to such meeting. The vote delivered

to the Secretary shall be brought to the meeting and there counted with the other votes cast in person.

Sec. 5. The amendment shall become effective upon approval by the Council unless a later date is specified.

### **ARTICLE XIII**

#### **Dissolution of the Section**

Upon dissolution of the Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Section, dedicated to the perpetuation of objects similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY so long as whichever organization is selected by the Executive Committee of this Section at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the Section's dissolution.

### **ARTICLE XIV**

#### **Rules of Order**

On all questions of order not covered by these bylaws, *Robert's Rules of Order Revised* shall be considered as authoritative.